



Alberni-Clayoquot Regional District Employment Opportunity

ADMINISTRATIVE ASSISTANT (Casual)

The Alberni-Clayoquot Regional District (ACRD) is accepting applications for an Administrative Assistant to work on a casual/on-call basis at the Regional District Office. This position provides clerical, reception and administrative support services to all departments including community services, planning, building, communications, finance and emergency services to the ACRD.

A copy of the job description and qualifications for this position can be viewed on the Regional District's website at www.acrd.bc.ca/jobs. The successful candidate will be required to be a member of CUPE Local 118 (Alberni-Clayoquot Unit). The rate of pay is \$36.10 per hour plus 10% in lieu of benefits.

Qualified applicants are invited to forward their application by 4:30 pm on Friday, September 13, 2024, to:

Heather Zenner, Manager of Administrative Services
Alberni-Clayoquot Regional District
E-mail: recruitment@acrd.bc.ca

Please submit your application (cover letter and resume) as ONE pdf document only.

We thank all applicants in advance for their interest, however; only those under consideration will be contacted.